



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G3/5/7
400 ARMY PENTAGON
WASHINGTON DC 20310-0400

DAMO-FMS

16 December 2013

MEMORANDUM FOR All Personnel Assigned/Attached to the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #5 – Sexual or Other Unlawful Harassment

1. Reference:

- a. AR 600-20, Army Command Policy, 18 March 2008, RAR: 4 August 2011.
- b. AR 690-12, Equal Employment Opportunity (EEO) and Affirmative Action, 4 March 1988.
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

2. It is the policy of this command that harassment and sexual harassment is unacceptable conduct and will not be tolerated. This policy applies to both uniformed and civilian employees.

3. Sexual Harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when –

- a. Submission to or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

- b. Submission to or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person.

- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

- d. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier or civilian employee is engaging in sexual harassment. Similarly, any Soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

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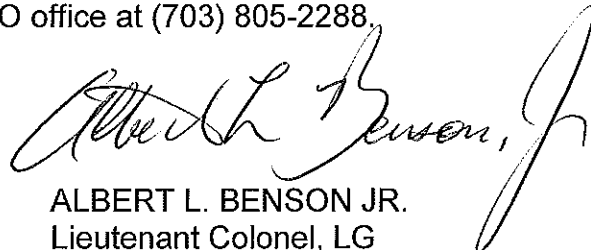
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4. There is a zero tolerance for any form of unlawful harassment in the workplace which violates federal law, whether discriminatory treatment is based on sex (whether or not of a sexual nature), race, color, religion, national origin, age (40 and older), disability, Genetic Information Nondiscrimination Act (GINA) or protected activity under the anti-discrimination statutes. Offensive conduct constitutes harassment if it alters the conditions of the victim's employment, either by culminating in a tangible employment action or by being sufficiently severe or pervasive to create a hostile work environment.

5. All personnel assigned or attached to the AFMS are directed to ensure that all AFMS operations are conducted in an atmosphere free from any form of harassment, sexual or otherwise.

6. Any member of this institution who thinks he/she is experiencing sexual or other unlawful harassment should make it clear that such behavior is offensive and immediately report it to the appropriate supervisor, EEO/Equal Opportunity (EO) official, or Inspector General (IG).

7. The proponent for this policy and incidents of harassment and sexual harassment is the EEO Office at (703) 805-2006 or the EO office at (703) 805-2288.

A handwritten signature in black ink, reading "Albert L. Benson, Jr.", with a stylized flourish at the end.

ALBERT L. BENSON JR.
Lieutenant Colonel, LG
Deputy Commandant, AFMS